



NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

CIVIL SERVICE TITLE <p style="text-align: center;">Administrative Procurement Analyst, NM</p>	Title Code # <p style="text-align: center;">8297A</p>
OFFICE TITLE <p style="text-align: center;">Director of Medical Equipment & Medical Supply</p>	SALARY <p>\$57,517- Minimum salary for full-time employees \$75,000- minimum salary for full-time employees with more than 2 years of City Service</p>
BUREAU/DIVISION/UNIT <p style="text-align: center;">Technical Services/Medical Equipment & Supply</p>	LOCATION <p style="text-align: center;">34-11 47th Avenue, Long Island City, NY 11101</p>

JOB DESCRIPTION

Reporting directly to the Director and Deputy Director of the Bureau of Technical Services with wide latitude for independent judgment, responsible for the management of the staff responsible for budgeting, procurement, administrative and operational duties of the Medical Equipment Unit (MEU) and the Medical Supply Unit (MSU), which includes but is not limited to: Budgeting, procurement, warehousing as well as maintaining accurate stock counts, levels, safe storage and distribution for three large warehouses while adhering to OSHA and Internal Audit compliance; oversee the lost property process, replacement of equipment as well as related costs; represent both units at the Medical Equipment Committee which includes formulating budgetary needs for new initiatives; issue and track all new EMS employee equipment and supplies issued; oversee the ambulance dynamic recertification preventative maintenance program assuring each ambulance's medical equipment comply with State regulations; management the staff in the repair and maintenance all on-board medical equipment on ambulances, boats and specialty units and medical equipment (defibrillators, stretchers, BP cuffs, oxygen regulators, etc.) for the FDNY; ensure that all Federal Food and Drug Administration as well as New York State regulations pertaining to medical devices and supplies are followed at all times; directly responsible for the lead role coordinating the investigation of reported patient contact failures of medical equipment making recommendations regarding the results; monitor all FDA releases pertaining to equipment and supply recalls while ensuring that the FDNY maintains adequate stock of items affected by the recall; meets with high ranking members of EMS Command, Office of Medical Affairs and Fire Operations regarding medical equipment and supplies, new products, funding, field implementation, policy on equipment and supplies, etc.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above. Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

PREFERRED SKILLS:

Knowledge of NYC Financial Management System, Procurement and Budget System
 Knowledge of Computers and Microsoft Office Package
 Strong Written and Oral Communication Skills
 Knowledge or background in EMS and Fire Operations, medical devices and supplies.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. Please note that only candidates considered for an interview will be contacted.

TO APPLY:

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO <https://a127-jobs.nyc.gov>

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE<https://a127-ess.nyc.gov/> . REFER TO JOB ID # 226471.

DATED: December 23, 2015 ***POST UNTIL*:** Until filled

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
 -Forbes magazine, on "America's Best Employers 2015"*

The Fire Department is an Equal Opportunity Employer.